

# INTRODUCTION

***This Guide for Firms performing Architect and Engineering (A&E) and Other Professional Services for the Atlantic Division, Naval Facilities Engineering Command (Professional Services Guide), June 2001*** supercedes the Professional Services Guide dated June 2000. This guide is provided via the Internet on the World Wide Web at <http://www.efdlant.navfac.navy.mil>, the home page of the Atlantic Division, Naval Facilities Engineering Command. The Internet compatible format was chosen to make the document interactive, more flexible, and easier to update and establish links when referencing Navy policy or other source documents.

This **Professional Services Guide** provides general guidance for any firm performing professional services for the Atlantic Division, Naval Facilities Engineering Command. Within this basic document are links to numerous sites within the command web page and to other related sites. *It will be the professional firm's responsibility to use the latest version of all linked documents at the time the services are performed.*

It is essential that all personnel and associates providing professional services to the Atlantic Division, Naval Facilities Engineering Command, follow all procedures and instructions outlined herein. Work of the professional firm will be reviewed by the Atlantic Division, Naval Facilities Engineering Command, only to the extent necessary to establish conformance with authorized scope and applicable Navy criteria, and to establish reasonable assurance that the work can be completed within authorized funds. The professional firm shall accept full responsibility for the technical accuracy and professional quality of all work and materials that are furnished under contract with the Atlantic Division, Naval Facilities Engineering Command.

Atlantic Division, Naval Facilities Engineering Command, practices a quality philosophy that promotes teamwork and partnership with our clients and suppliers and emphasizes continuous improvement, innovation, and client satisfaction. All professional firms are encouraged to adopt and apply these principles and to work in partnership with us to provide quality facilities for our mutual benefit.